

<b>Loreto College, Foxrock</b> <b>Policy and Protection for Covid 19 outbreak 2020</b>	
Issue No: 02	Date: Sept 2020

In accordance with good management practice it is a prime objective of Loreto College Foxrock to achieve and sustain the highest standards of health, safety and welfare where reasonably practicable. To honour our commitment, Loreto College Foxrock shall undertake as far as is reasonably practicable to comply with the Safety, Health and Welfare at Work Act 2005 and all relevant health and safety legislation. We will comply with all relevant an up to date Government Guidelines and DES Guidelines to make our school a safe and healthy environment.

## **1. General Points**

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a new (novel) Coronavirus virus called CoronavirusSARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter.

Due to the significant Deaths, levels of illness and disruption that this virus has caused, Loreto College, Foxrock have developed the following policy and Procedures for our Employees, Pupils, Visitors, and any person affected by our activities.

## **2. Return to Work Process after the April 2020 Shutdown**

All staff and pupils will complete the questionnaire/self-declaration (see supporting documents) at least 3 days before returning.

See attached

See attached.

Access to the building is limited to 3 entrances each assigned to two year groups at any one time.

Each staff member and student have been given a Covid Induction and are being updated on all changes of policies and procedures. Each staff member and student must complete a "Return to Work / School Health Questionnaire" on return from any absence from the school.

All staff and pupils will be expected to follow the directions of the school.

### **C-19 Compliance Officer – Joanne Brock**

A contact log will be maintained of all people entering the school to facilitate contact tracing by the HSE if necessary. All classes during the day will take an up to date role and any extra curricular or lunch time activities will have a role taken. These can be accessed through VS Ware and through Sports Folders held in at Siobhan Keoghs desk. Contact logs

<b>Loreto College, Foxrock</b> <b>Policy and Protection for Covid 19 outbreak 2020</b>	
Issue No: 02	Date: Sept 2020

will also be used in the Main Admin office and the Library area. Contact logs for lunch time conversation classes will also be taken.

### **3. Travelling to and From Work**

If an any employee or student, is displaying any symptoms of Covid 19 or has been exposed to a confirmed case, they should not travel to the school.

Where possible Employees should travel alone in their own vehicle.

Staff and Pupils made aware of the need to sanitise their own car/vehicle and themselves before getting out.

Staff and Pupils travelling on public transport advised to sanitise hands when getting on and off transport.

Staff and Pupils are made aware of the latest Public Health advice from the HSE and NPHEt via email in advance of returning to work/education. It is advised that Public Transport is avoided where possible.

### **4. Cleaning and Hygiene**

#### **4.1 Cleaning and hygiene to prevent contamination**

Throughout the school the following enhanced cleaning and sterilisation shall be adhered to:

- ✓ Taps and washing facilities
- ✓ Toilet flush and seats
- ✓ Door handles and push plates
- ✓ Handrails on staircases and corridors
- ✓ Lift controls and other control panels
- ✓ Desk phones and ancillary equipment
- ✓ Printer, copier and other similar control panels
- ✓ Food preparation and storage areas
- ✓ Rubbish collection and storage points/area
- ✓ Regular cleaning of all other welfare areas.

#### **4.2 Good hygiene and hand washing**

All persons within the school should follow this advice and encourage others to follow this advice as well. Posters and other information on screen will be used to reinforce this message.

Do wash your hands properly and often. Hands should be washed:

- ✓ after coughing or sneezing
- ✓ before and after eating
- ✓ before and after preparing food

<b>Loreto College, Foxrock</b> <b>Policy and Protection for Covid 19 outbreak 2020</b>	
Issue No: 02	Date: Sept 2020

- ✓ if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- ✓ before and after being on public transport if you must use it
- ✓ before and after being in a crowd (especially an indoor crowd) when you arrive and leave buildings including your home or anyone else's home
- ✓ before having a cigarette or vaping
- ✓ if your hands are dirty
- ✓ after toilet use
- ✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- ✓ Put used tissues into a bin and wash your hands.
- ✓ Clean and disinfect frequently touched objects and surfaces.

Don't:

- ✓ Do not touch your eyes, nose or mouth if your hands are not clean.
- ✓ Do not share objects that touch your mouth – for
- ✓ example, bottles, cups.

#### **4.3 Disposable gloves**

Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off.

Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give a false sense of security. Disposable gloves to be worn and available for in house cleaners and contract cleaners if deemed necessary.

#### **4.4 Face Masks**

Under current DES and Government guidelines face masks (a cloth covering) must always be worn when in the school building. Students must only remove them when they have left the building at break times. A visor is not a substitute for a cloth covering. Any student or staff member who has a medical reason for not wearing a mask must provide a medical letter stating this.

#### **5. Caretaking and Facilities**

Keith Hughes and Alan Kehoe are in charge of all caretaking and facilities. They must be consulted if there is any movement of furniture or equipment in the school building or grounds. All decisions made have been taken with Covid Guidelines and protections. Keith and Alan have both been provided with sufficient PPE.

<b>Loreto College, Foxrock</b> <b>Policy and Protection for Covid 19 outbreak 2020</b>	
Issue No: 02	Date: Sept 2020

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19. Further information on how physical distancing can be used in the school environment is found at Section 5.4 below including a link to the "Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all students for the 2020/21 School Year. Loreto College Foxrock has reconfigured classrooms and other areas to support physical distancing in line with the guidance in advance of school reopening.

### **5.1 Tools and equipment in the Caretaking/Facilities Department**

The Caretaking and facilities staff continue to work in order to ensure the school is properly maintained. In general, these members of staff are socially distanced during the working day. When the need arises to assist each other with a task, the controls in the Covid 19 Risk Assessment will be followed.

All tools and equipment shall be sanitised to prevent cross contamination Arrangements for one individual to use the same tool, equipment as much as possible.

Make available cleaning materials for all tools to be wiped down with disinfectant between each user.

Organise work practices to reduce eliminate or reduce transmission points.

In the maintenance vehicles such as Lawn Mowers and Tractors, the Driver shall clean and disinfect the following:

# Loreto College, Foxrock Policy and Protection for Covid 19 outbreak 2020

Issue No: 02

Date: Sept 2020

- ✓ Steering Wheel
- ✓ Gearstick
- ✓ Handbrake
- ✓ Door handles
- ✓ Radio and infotainment controls
- ✓ Steering column and stalks
- ✓ Elbow rests
- ✓ Seat position controls
- ✓ Door frame



## 5.2 Rules for Close Working in the Caretaking and Facilities Dept.

While Social Distancing will remain the rule for most work, occasionally it is necessary for two people to assist each other. An example of this will be in Maintenance where two employees may need to work on a task together. In that event the following shall apply:

- ✓ No worker has symptoms of COVID-19.
- ✓ The close contact work cannot be avoided.
- ✓ PPE of Gloves, Mask and Goggles is present.
- ✓ An exclusion zone for <2m work will be set up pre-task commencement.
- ✓ Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.

## 6. First Aid and illness

General first aid i.e. cuts / falls / vomiting etc will be dealt with in the usual manner. Students will be taken to the reception and administered first aid and a parent or guardian will be notified and a plan of action will be taken. When a student is showing any signs of symptoms of Covid 19, please see below 6.2.

### 6.1 First aid and incident response for Covid 19

<b>Loreto College, Foxrock</b> <b>Policy and Protection for Covid 19 outbreak 2020</b>	
Issue No: 02	Date: Sept 2020

While Covid 19 is not necessarily an issue for First Aid. It is necessary that all our first aid trained staff are protected in the event that they need to treat a person at work.

The following equipment will be provided to the First Aid staff and they must use it for **ALL** events.

- ✓ Disposable gloves (nitrile/latex)
- ✓ FFP3 or FFP2 Face masks
- ✓ Disposable plastic aprons
- ✓ Enclosed eye protection

First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face. Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.

## **6.2 Suspect Covid 19 case in the School**

If someone becomes unwell in the school with symptoms such as cough, fever, difficulty breathing, the unwell person should be removed to an area which is at least 2 metres away from other people.

The staff member dealing with the suspected case must contact Joanne Brock on 08698508595 immediately. If she is not available that Bernie Prendiville and Brid Daly can be contacted to help to deal with the isolation of the individual. The individual will be taken to Room B4 and here they will wait until their parents/guardian has been contacted to bring them home.

The windows in B4 must be immediately opened to allow for correct ventilation. The individual must keep their facemask on at all times to prevent contamination of the area and close-by personnel.

In the case of a student a parent or guardian must be called and asked to collect the child. Whilst they wait advice, ideally they should be in isolation or as a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom

<b>Loreto College, Foxrock</b> <b>Policy and Protection for Covid 19 outbreak 2020</b>	
Issue No: 02	Date: Sept 2020

whilst waiting for medical assistance, they should use a separate bathroom if available.

The parents must be advised that to contact their GP and that the student must not return to school until a new "Return to School Healthy Questionnaire" is completed.

When the person is leaving the school, they must be guided out, they must wear a mask and they must not touch any surfaces along the way.

Closure of the workplace is not recommended.

The Principal will be contacted by the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

A risk assessment of each setting will be undertaken by HSE with the Principal and other School Management. Advice on the management of staff and pupils will be based on this assessment. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

### **6.3 Confirmed Covid 19 case in the school**

If a confirmed case is identified in our school, the HSE will provide the relevant staff and pupils with advice.

This will include:

- any employee/pupil in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the employee or pupil was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any employee/pupil/family member living in the same household as a confirmed case

Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:

- those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet.
- they will be actively followed up by the HSE
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor

<b>Loreto College, Foxrock</b> <b>Policy and Protection for Covid 19 outbreak 2020</b>	
Issue No: 02	Date: Sept 2020

for reassessment if they become unwell with cough and/or fever they will be tested for COVID-19

- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case.
- Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

#### **6.4 Return to school after a confirmed case of Covid 19**

In the event of an employee/pupil either being a suspected/confirmed case of COVID-19 or a known "close contact" with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to school by means of self-declaration.

Fitness for Work/Education should be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in performing their duties/studies?
2. Does their illness pose a risk to other individuals in the school?

An individual must only return to the school if deemed fit to do so and upon approval of their medical advisor and having coordinated school management.

When an individual is symptom-free and are deemed fit to return to the school, the key criteria are:

1. 14 days since their last "close contact" with a confirmed/suspected case and have not developed symptoms in that time, or
2. 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
3. They have been advised by a GP / healthcare provider to return to work.
4. They have completed a "Return to School/Work Health Questionnaire"

### **7 Control Measures**

To prevent Introduction and Spread of COVID-19 in Schools One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student -student, teacher - teacher and teacher-student, and must be managed in all settings. A range of essential control measures have been implemented to reduce the risk of the spread of COVID -19 virus and to protect the

<b>Loreto College, Foxrock</b> <b>Policy and Protection for Covid 19 outbreak 2020</b>	
Issue No: 02	Date: Sept 2020

safety, health and welfare of staff, students, parents and visitors as far as possible within the school.

The control measures shall continue to be reviewed and updated as required on an ongoing basis. It is critical that staff, students, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. Staff, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

How to minimise the Risk of Introduction of COVID-19 into Loreto College Foxrock:

Promote awareness of COVID-19 symptoms.

- Staff and students that have symptoms should not attend school. They should phone their doctor and follow HSE guidance on self-isolation.
- Staff and students should not attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement.
- Staff and students that develop symptoms at school should bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly.
- Staff and students should know the protocol for managing a suspected case of COVID19 in school.
- Everyone entering the school building should perform hand hygiene with a hand sanitiser.
- Visitors to the school during the day should be by prior arrangement with the principal and should be received at a specific contract point.
- Physical distancing of 2 meters should be maintained between staff and visitors where possible.